

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS0566715**

Date Posted: **07/02/12**

POSITION NO: 241199

Closing Date: **07/16/12**

CLASS CODE: 1211

POSITION TITLE: **Administrative Service Officer**

DEPARTMENT NAME: Division of Social Services - Administration

DEPARTMENT NO: 56 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Mon-Fri

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration: \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Incumbent shall provide the oversight an management process of the Division of Social Services Human Resources Employee Relations and Staff Development. Provide general human resources support and guidance to the Division Director on staffing policies, regulations, and procedures regarding employee performance management (EPAF) and disciplinary actions, procedures and employee training. Shall provide direction on the best HR practices in specific situations, and coordinates and facilitates timely responses to the Division Director and/or Oversight Committee (as requested). Develops, designs and presents in-service and general training to staff over general and specific staff training and development opportunities, degree/certificate programs, and specific HR policies, procedures and documentation. Serve as the division's initial point of contact on advisory, problem/conflict resolution and facilitation in the areas of employee relations, performance management, and employee discipline. Shall advise division employees and management regarding employee relation policies, procedures, and documentation. Research, indentify and analyze specific employee relation concerns and make

appropriate recommendations to the Division Director and managers. Develop and implement internal controls and mechanisms, procedures and guidelines to maintain accountability of the division's administrative operations. Communicate on a frequent basis on division activities through reports, presentations of meetings. Provide technical assistance to other departments and tribal entities. Provide interpretation and research into the Navajo Nation Personnel Policies and Procedures manual, Navajo Preference in Employment Act, and participates as appropriate in the development or revision of operating policy and procedures. Shall analyze and prepare recommendations to management on specific policy related issues. Other duties that are assigned by the Division Director and provide support to division's Administrative staff with daily routine operations.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field;

**Experience:**

and two (2) years of administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of transcripts, degree's and current certificates)**

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of general principles of supervision and personnel management procedures and practices including record keeping and data security methods and techniques. Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and council to tribal and other governmental officials. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

**License/Certification Requirements:**

Valid State Drivers License and ability to obtain a NN Motor Vehicle Tribal Permit within the 90 day introductory period.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**